

# Courses for MSHA and the Mining Industry



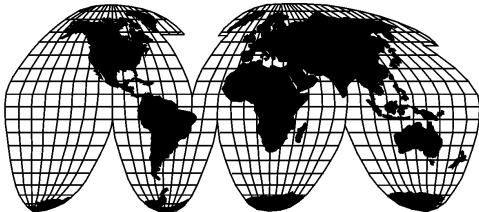
U.S. Department of Labor  
Mine Safety and Health Administration  
National Mine Health and Safety Academy

FY 2002



Dedicated to the Health and Safety  
of the Nation's Miners

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# Courses for MSHA and the Mining Industry

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U.S. Department of Labor  
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Secretary

Mine Safety and Health Administration  
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Assistant Secretary

FY 2002



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## INTRODUCTION

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Protecting those who work in our Nation's mines requires an awareness and understanding of the conditions which endanger their health and safety.

This problem was recognized as early as 1865 when a proposal for a Federal mining bureau was submitted to Congress. But it was not until 45 years later that a series of mine explosions led to passage of the Organic Act of 1910. That Act created the Bureau of Mines.

Laws passed over the next six decades enlarged the scope of legislation aimed at reducing mining hazards. The Federal Coal Mine Health and Safety Act of 1969 contained provisions for the training of Federal mine inspectors, as well as establishing education and training for states, mine operators, and miners. To meet the provisions of the Act, the National Mine Health and Safety Academy was constructed near Beckley, West Virginia.

Dedicated in 1976, the present Academy complex houses the largest educational institution in the world devoted solely to health and safety in mining. The Academy serves as the central training facility for Federal mine inspectors and mine safety professionals from other government agencies, the mining industry, and labor.

Academy staff provides classroom instruction and produces audiovisuals, graphics, slide presentations, publications, and other training materials. These classes and materials cover safety and inspection procedures, accident prevention, investigations, industrial hygiene, mine emergency procedures, mining technology, management, and many other subjects. All of these items are designed with one central theme in mind — to promote and enhance the health and safety of those who work in our Nation's mines.



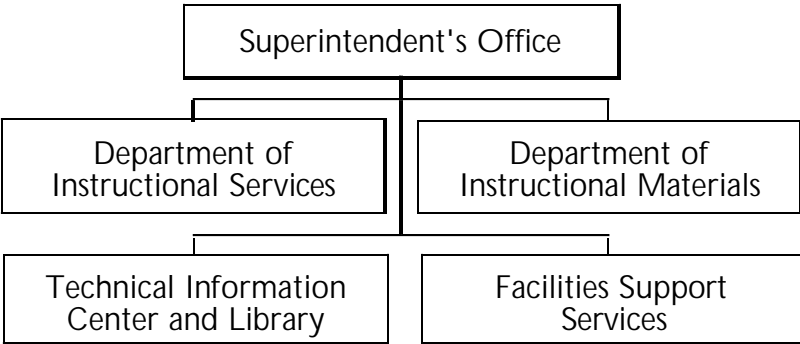
# GENERAL ACADEMY INFORMATION

## PURPOSE:

The primary purpose of the Academy is to design, develop, and conduct instructional programs which will assist in government, industry, and labor efforts to reduce accidents and health hazards in the mineral industries.

## ORGANIZATION:

The Academy has five major organizational units as noted below:



- The **Superintendent** is responsible for the immediate management and operation of the Academy. The Superintendent is aided by the Deputy Superintendent and the Managers of two academic units – the Department of Instructional Services and the Department of Instructional Materials – as well as a Facilities Support Manager and the Technical Information Center Director.
- The **Department of Instructional Services** is responsible for the training of coal and metal/non metal inspectors and selected government and industry personnel interested in mine health and safety. The department is also responsible for the development and publication of resident courses used

in the training of MSHA personnel and for planning, developing, revising, and evaluating publications for MSHA and the mining industry.

- The **Department of Instructional Materials** provides educational/training support to MSHA and the mining industry by researching and developing audiovisual and graphics materials. Existing materials are also revised to reflect new developments and changes in mining technology and health and safety standards. The Department is also responsible for printing, storage, and distribution of Academy training materials.
- The **Technical Information Center and Library** maintains books, magazines, newspapers, reports, audiovisual materials, and other information related to mine health and safety. The Library now provides to both the national and international mining communities immediate and easy access to information or information sources that can improve the safety and health of miners world-wide.
- **Facilities Support Services** is responsible for administrative support to the academic programs, including student services, facilities scheduling, student record keeping, physical plant maintenance, budget and procurement, property management, wellness, and contract administration.

#### **STUDENT LIFE:**

- **Residence Hall** – Persons staying at the Academy may have their spouses and immediate family as guests provided all appropriate fees are paid upon arrival. Advance reservations are required. Each room in the residence hall has twin beds, a private bath, telephone, storage area, desk, television, refrigerator, coffee pot, and iron and ironing board. Linens are furnished by the Academy. Cleaning service is provided, but occupants are responsible for the general upkeep of their rooms and are liable for any damage or lost linen.

- **Special Needs** – If you have a physical impairment and have special needs, please contact Student Services prior to your arrival.
- **Other Accommodations** – For anyone who would like accommodations outside the Academy, a number of motels and some apartment units are available for rent in the Beckley area. For information regarding living accommodations in the community, contact the Academy Student Services Branch.
- **Wellness Facilities** – The Academy has available a wide variety of wellness and athletic facilities, including a gymnasium, tennis courts, racquetball court, a swimming pool, and an athletic field. Participants in Academy programs should bring appropriate clothing. In the Beckley area, state parks and other public and private facilities offer a variety of recreational opportunities.
- **Food Service** – The Academy's food service offers complete meals in a cafeteria setting. The cafeteria can accommodate approximately 400 customers. Students may choose from a selection of entrees, vegetables, soups, salads, desserts, made-to-order deli, and salad bar. The cafeteria offers heart-healthy and vegetarian entrees. They can also assist anyone who has special dietary needs. A full range of beverages are available to complement the meals. The cafeteria employs a full-time chef, dietician, and a baker. A cash-only snack bar is open after 5:00 p.m. for students' convenience.

The student store, located next to the cafeteria, has a wide selection of sundries, souvenirs, and gifts.

MSHA and other Federal Government students will be allowed per diem during their stay at the Academy.

- **Mail Service** – The student mail facilities are located in the Residence Hall at the registration desk. The mailing address is:

National Mine Health and Safety Academy  
1301 Airport Road  
Beaver, West Virginia 25813-9426

- **Vehicles** – Students are required to register vehicles with the guard at the main entrance to the Academy grounds. A parking permit for display on the vehicle constitutes a permit to park in a designated parking area.

### **ACADEMIC LIFE:**

- **Units of Credit** – Students completing Academy programs receive Continuing Education Units (CEUs). One CEU is ten contact hours of participation in an educational experience. Although the Academy does not grant degrees, accumulated CEUs may be converted into hours of credit at other educational institutions.
- **Admissions** – Federal employees should initiate training requests through appropriate channels in their agency to ensure training is authorized and becomes part of their official record. DOL employees should file a DL-1-101 Form.

Other students are also admitted to many Academy programs. Students may obtain information or enroll by submitting the enrollment form in the back of this catalog, or by contacting:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

- **Confirmation of Enrollment** – Prospective students who wish confirmation that a scheduled class will be held should call the Academy's Student Services Branch at (304) 256-3252. The Academy will notify registered students when a scheduled class is canceled or rescheduled.



- **College Credit** – A program has been established that will allow mine inspectors to obtain an *Associate of Applied Science Degree in Occupational Development: Mine Inspection* from the Community and Technical College of Marshall University. This program is a cooperative effort of MSHA, the National Council of Field Labor Locals, U.S. Department of Labor, Bureau of Apprenticeship and Training, and the university. Marshall has agreed to award 43 credit hours to those who have completed the equivalence of the mine inspection apprentice requirements. These credits are applied to the successful completion of the Entry Level Mine Inspection Training and concurrent On-the-Job training. An additional 22 hours of general education credits are required.
- **Attendance** – Unless otherwise designated, resident classes begin at 8:00 a.m. and end at 4:00 p.m. Absences from class are approved for personal illness or death in a student's immediate family. Students should notify their supervisor and instructors, and make up work as signed during periods of excused absence.
- **Certificates of Completion** – Students who satisfy the Academy criteria for successful completion of any course of study receive a Certificate of Completion documenting course title, date, and CEUs.
- **Grades** – A grading system is used for entry level (coal and metal/nonmetal) courses of study pursued through the Department of Instructional Services. Examinations are given in these classes, grades are recorded, and students are kept informed of their progress through periodic grade reports.
- **Withdrawals** – Students may withdraw from Academy programs, without penalty, due to injury or other extenuating circumstances. Students who withdraw receive no academic credit (CEUs) for the courses of study in which they were enrolled.
- **Transcripts** – Students may request, in writing, a copy of their academic record. Each request must include the student's full

name and social security number. Requests for transcripts should be directed to:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426



**FAX:** (304) 256-3251

**FEES AND BILLING:**

**These fees are reviewed periodically and therefore are subject to change.**

- **Lodging** – All persons in residence at the Academy, except MSHA personnel, other personnel performing a direct service for MSHA, and persons attending under a program supported through an MSHA State Grant, will be charged for lodging. The lodging fee is \$41.00 per person per day for single room and \$53.00 per day for double room (\$26.50 per person). Lodging fees are due upon arrival by check, money order, or VISA/MasterCard payable to MSHA Finance. Please note that (1) **CASH CANNOT BE ACCEPTED**, and (2) billing is possible on request by letter to the Academy Student Services Branch.
- **Food Service** – Participants who pay for Academy lodging may also register for meals at the time of check-in. Dinner will be optional.

Pricing and times for the meals are as follows (*prices do not include tax and are subject to change October 1, 2001*):

Breakfast	6:15 a.m. – 8:00 a.m. (Mon-Fri)	\$ 7.00
	7:30 a.m. – 9:00 a.m. (Sat & Sun)	\$ 7.00
Lunch	11:30 a.m. – 1:00 p.m. (Mon-Sun)	\$ 9.00
	12:00 noon – 1:30 p.m. (Sat & Sun)	\$ 9.00
Dinner	5:30 p.m. – 7:15 p.m. (Mon-Fri)	\$12.00
	5:30 p.m. – 7:00 p.m. (Sat & Sun)	\$12.00

Participants paying for their meals in the cafeteria may do so by cash, major credit card, or check/money order payable to the West Virginia Society for the Blind.

- **Tuition** – All persons attending Academy courses, except employees of Federal, State or local governments, and persons attending a program supported through an MSHA State Grant, will be charged tuition. The amount indicated by the course announcement is due upon arrival by check, money order, or credit card (VISA/MasterCard) payable to MSHA Finance. Please note that (1) **CASH CANNOT BE ACCEPTED**, and (2) billing is possible on request by letter to the Academy Student Services Branch. If tuition is submitted in advance, written notification of withdrawal to the Academy Student Services Branch is required to process a full refund.

### **PHYSICAL FACILITIES:**

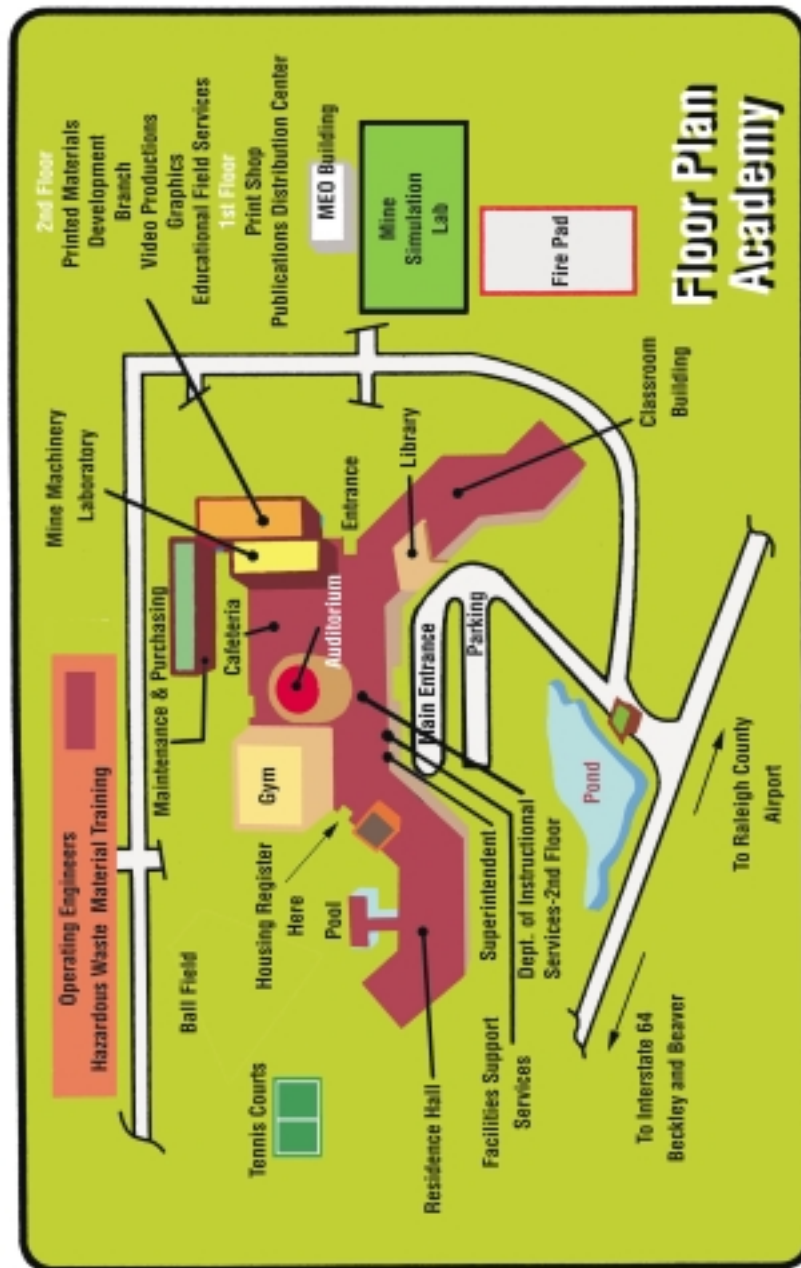
The Academy complex includes classrooms and laboratories accommodating 600 students, Residence Hall space for 320 people (double occupancy), a food services area, a Technical Information Center and Library, an auditorium, and a gymnasium and other wellness facilities.

The campus complex consists of 9 buildings as described below:

- The **Classroom Building** includes fourteen classrooms and ten laboratories. An Academy class day is from 8:00 a.m. to 4:00 p.m. All other day classes must end by 5:00 p.m., unless prearranged at the time the program is scheduled.

The **Technical Information Center and Library (TICL)** is also located in the Classroom Building of the Academy. The TICL's collection of research and study materials includes periodicals, documents, books, maps, technical reports, and audiovisuals covering the areas of health and safety, mining engineering, interpersonal communications, management, and other subjects pertinent to the Academy's mission.

- The **Residence Hall** is constructed on four levels and has 174 units.
- The **Administration Building**, a two-story structure, houses administrative and faculty offices, the auditorium, a student store, and a food services area.
- The **Mine Machinery Laboratory Building**, which adjoins the Classroom Building, is equipped with a full power panel to operate all heavy mine equipment and various other electrical test panels to be used in student instruction.
- The **Mine Simulation Laboratory** is a two-story building. The lower level consists of a classroom and staging area, a room and pillar mining layout, and a mine fan to simulate a coal mine. The upper level has tunnels to simulate metal/nonmetal mining. The outside fire pit area is used to provide “hands-on” experience in extinguishing fires.
- The **Gymnasium** is a modern fully-equipped facility suitable for wellness training as well as leisure time enjoyment.
- The **Maintenance and Equipment Building** is used for maintenance of Academy equipment.
- The **Publications Distribution Center** houses the print shop, as well as the Academy supply facilities and mail service. The Department of Instructional Materials offices are located in this building.
- The **Mine Emergency Operations (MEO) Building** is 6000 square feet and is located adjacent to the Mine Simulation Laboratory. The mine emergency command vehicles, office trailer, rescue capsule, All Terrain Vehicle (ATV), emergency generators, and water pumps are housed in this building. Also, a 600-square-foot mine rescue station for MSHA's Mine Emergency Unit (MEU) is located inside and contains a full complement of equipment for mine rescue/recovery. The building is used to train the assigned unit on a monthly basis.



## TRAVEL TO THE ACADEMY

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Located on a plateau in southern West Virginia, the Academy blends into its Appalachian mountain setting. Scenic vistas and wildlife greet travelers to the Academy and students experience a restful environment.

Several options are available to travelers:

### By Air



**Beckley, West Virginia** – Commercial airlines serve the Raleigh County Memorial Airport – located 1 mile from the Academy. Until 9:00 p.m. each day, free transportation is furnished to the Academy by using the courtesy phone (which dials automatically when you lift the receiver) located in the airport lobby. If there is no answer, call 256-3100.

**Charleston, West Virginia** – Commercial airlines serve the Yeager Airport, located 65 miles north of the Academy. Rental cars are available from Charleston.

**Lewisburg, West Virginia** – Commercial airlines serve the Greenbrier Valley Airport, located 47 miles east of the Academy. Rental cars, taxis, and limousines are available.

### By Train



AMTRAK provides tri-weekly service to and from Prince, West Virginia – located 16 miles from the Academy. Taxi service meets all trains.

### By Bus



Daily Greyhound service is available to and from Beckley; the station is located 8 miles from the Academy in downtown Beckley. Taxi service is available.

By Car



## Route Map



### Arriving from the NORTH

- ◆ When using U.S. 19 South, go to and follow I-77 South, exit at I-64 East
- ◆ Follow I-64 to EXIT 125B, Airport Road
- ◆ Academy is 1 mile on left

### Arriving from the EAST

- ◆ When using I-64 West, use Exit 125, Beaver/Airport Road
- ◆ Turn RIGHT at bottom of ramp
- ◆ Academy is 1 mile on left

### Arriving from the SOUTH

- ◆ When using I-77 North, exit and follow I-64 East
- ◆ Use EXIT 125B, Airport Road
- ◆ Academy is 1 mile on left

### Arriving from the WEST

- ◆ When using I-64 East, use Exit 125B, Airport Road
- ◆ Academy is 1 mile on left





## TRAINING COURSES

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The National Mine Health and Safety Academy develops and presents courses of study which cover a wide spectrum of mine health and safety subjects. These courses of study address training needs of miners, mine inspectors, government and industry personnel, as well as others concerned with the health and safety of our Nation's miners.

The courses described in this catalog are scheduled or can be scheduled during the coming year. Additional courses can be scheduled to meet specific needs of the miners, mine operators, and mine health and safety specialists.



## METAL/NONMETAL INSPECTION COURSES

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### Journeyman Training

All metal/nonmetal inspectors will attend one week of training per year, or two weeks every other year. The training will be in a seminar format with subjects in various specialty areas. The MSHA Training Committee has established a working group to determine the training needs of metal and nonmetal journeyman inspectors. A list of dates and subjects are on page 29.

The additional courses described in this section are designed for journeyman metal and nonmetal mine inspectors and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Student Services at 304-256-3252 and submit the names of **at least ten** interested employees who will attend. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

# To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426



**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

## BLASTING (SURFACE)



This course discusses the characteristics and use of explosives and blasting agents. It is designed to teach blasting standards in accordance with Independent Makers of Explosives (IME) guidelines and the Code of Federal Regulations (30 CFR). The course is structured for MSHA metal/nonmetal and industry personnel.

### Contents:

- g Definitions
- g Transportation and Storage of Explosives and Blasting Agents
- g Detonation Units
- g Misfires
- g Electric and Nonelectric Blasting Operations
- g Explosives Hazards and Accidents
- g Safe Blasting Principles (Work Procedures, Misfires, and Blast Plans)
- g Initiation Systems

**Technical Coordinator:** Wayne L. Lively  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** January 8-10, 2002

**ELECTRICAL HAZARDS**



This course is designed to provide practical methods and techniques for the identification of electrical hazards and the appropriate enforcement actions to be taken. This course is for journeyman inspectors and industry personnel without electrical expertise.

**Contents:**

- g Grounding
- g Power Distribution Systems
- g Inspection of Electrical Equipment
- g Current Policy
- g Hazard Recognition
- g Citations and Orders
- g Personal Safety

**NOTE:** This course is not for Electrical Specialists.

<b>Technical Coordinator:</b>	Roy Milam
<b>Course Length:</b>	3 days
<b>Tuition:</b>	\$215.00
<b>Dates:</b>	Scheduled upon request

## GROUND CONTROL HAZARDS



This course will focus on the Code of Federal Regulations (30 CFR) requirements related to surface and underground metal and nonmetal mines. The course provides techniques for the recognition and correction of ground control hazards.

### Contents:

- g Highwalls
- g Stockpiles
- g Basic Geology
- g Rock Fixtures
- g Surface Structures
- g Underground Support
- g Hazard Recognition
- g Compliance Determination

**Technical Coordinator:** Tom Bonifacio  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** November 27-29, 2001  
March 5-7, 2002

**HAULAGE (SURFACE)**



Haulage accidents have been the highest category of fatal accidents for several years at our Nation’s surface mines. This course teaches how to recognize the hazards that exist in surface haulage, and is taught by former surface coal and metal/non-metal mine inspectors.

**Contents:**

- g Compliance Determination of 30 CFR Parts 56/57.9000 and 56/57.14000
- g Inspection Procedures for Surface Mining Equipment
- g Use of Signs and Traffic Control on Mine Property
- g Haul Road Design
- g Brake Systems
- g New Technology (video cameras)
- g Roll over Protective Structures (ROPS)
- g Falling Object Protective Structures (FOPS)
- g Tire and Rim Safety
- g Overview of Fatal Accidents

**Technical Coordinator:** Tom Bonifacio  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** December 18-20, 2001  
January 29-31, 2002



HEALTH HAZARDS



This course is designed for metal and nonmetal safety and health inspectors. **Other interested individuals should contact the technical coordinator.** Classroom activities and laboratory exercises cover how to recognize and evaluate health hazards and how to determine enforcement responsibilities. Based on hypothetical health hazard situations, students will be required to write the appropriate health citations/orders and will be required to defend their decisions. The final activity will involve a simulated courtroom exercise where the students will role play MSHA and industry personnel litigating these citations/orders.

**Contents:**

- g Airborne Contaminants
- g Noise and Other Physical Agents
- g Sampling and Detecting Devices
- g Personal Protective Equipment
- g Confined Spaces
- g Ergonomics
- g Computer Programs – Metal/Non metal Health and Toxicity Files
- g Hazard Controls

NOTE: Metal/non metal inspectors will need to bring their Metal/Non metal Health Handbook.

**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** Scheduled upon request



**INSPECTORS PORTABLE  
APPLICATIONS FOR LAPTOPS (IPAL)  
REVIEW – METAL/NONMETAL**

The IPAL review course is designed for MSHA metal/non metal inspectors. The course reviews the latest version of the IPAL Program. The course also covers the fundamentals of the computer operating system, troubleshooting, and how to use the computer to reference resource material stored in the computer.

**Contents:**

- g Windows 2000
- g IPAL (Inspectors Portable Applications for Laptops)
- g Reference Material (30 CFR, Mine Act, PPM, Policy Information Letters, and Program Information Bulletins)
- g Basic Troubleshooting and Maintenance of the Laptop Computer and the IPAL Program
- g Using Citrix Metaframe

**Technical Coordinators:** Mac Carnes  
Naomi Hughes

**Course Length:** 2 days

**Tuition:** None

**Dates:** January 15-16, 2002

**MINE ACCIDENT INVESTIGATION AND REPORT WRITING**

This course is available for coal, metal/nonmetal, labor and industry accident investigators. **Other interested individuals should contact the Technical Coordinator.** The course reviews basic guidelines, procedures, and techniques used to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students conduct a simulated accident investigation and prepare a report. **Students should bring their laptop computers.**

**Contents:**

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations
- g Report Writing

<b>Technical Coordinators:</b>	Ken neth M. Scott Scott Mandeville Roy Milam
<b>Course Length:</b>	8 days
<b>Tuition:</b>	\$572.00
<b>Dates:</b>	December 4-13, 2001 March 5-14, 2002 May 7-16, 2002 July 16-25, 2002 September 10-19, 2002



## **TAILINGS DAM AND WASTE PILE INSPECTION – METAL/NONMETAL**

This course will introduce the student to the general considerations for the design, construction, maintenance, and inspection of safe dams and waste piles.

### **Contents:**

- g Typical Geotechnical Investigations
- g Foundation Analysis
- g Breakthrough Potential Analysis
- g Stability Analysis and Safety Factors
- g Hydrologic and Hydraulic Considerations
- g Construction Monitoring
- g Identification of Deficiencies
- g General Methods of Remediation
- g Applicable Regulations

**Technical Coordinator:** Clifford F. Lindsay

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** November 27-29, 2001



## **TapRoot® SYSTEM ACCIDENT/ INCIDENT INVESTIGATION TRAINING**

This course is for MSHA coal, metal/nonmetal, technical support, or other MSHA employees who are involved in mine accident/incident investigations. The Tap Root® System provides a methodology to lead an investigator through the techniques and steps used to perform an in-depth investigation of an incident's root causes. Training focuses on developing a flow diagram of the events and conditions leading up to the undesired incident, evaluating each condition, identifying causal factors, and evaluating each factor as to root cause. The course will include training on Systems Improvement's SnapCharT® and Root Cause Tree® software.

The SnapCharT® software is a graphic presentation of the sequence of events identified and discovered during the physical onsite investigation. A SnapCharT® helps the investigator to organize the information gathered and identify the contributing factors that lead to the incident. From this chart the investigator can identify causal factors. In addition, it helps the investigator identify holes and inconsistencies in the information gathered during the investigation.

The Root Cause Tree® software takes over where a SnapCharT® stops. Where the SnapCharT® looks at what happened and the contributing factors involved, the Root Cause Tree® looks at why it happened. The Root Cause Tree® provides the investigator with a fairly comprehensive list of the root causes that should be considered for every incident.

**Students should bring their lap top computers.**

### **Contents:**

- g Equipment Failure Analysis including:
  - Design Failures
  - Defective Parts
  - Preventive/Predictive Maintenance

**TapRoot® SYSTEM ACCIDENT/INCIDENT  
INVESTIGATION TRAINING** *(continued)*

- g Human Performance Difficulty Analysis including:
- Procedures
  - Training
  - Quality control
  - Communications
  - Management Systems
  - Human Engineering
  - Work Direction

**Technical Coordinators:** Kenneth M. Scott  
Don Gibson

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** January 8-10, 2002  
May 21-23, 2002  
June 18-20, 2002

**METAL/NONMETAL MINE  
INSPECTORS RETRAINING**

Metal and Nonmetal inspectors are required to receive a minimum of two weeks of training every two years.

Listed below are the dates and subjects of the training sessions scheduled at the Academy.

**SCHEDULE**

March 5-14, 2002  
April 2-11, 2002  
August 6-15, 2002

**SUBJECTS**

*Not available at time of publication.*

## **METAL/NONMETAL ENTRY LEVEL INSPECTORS TRAINING**

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The courses listed in this section are designed for entry level mine inspectors. However, they may be attended by Federal, state, mining industry, and labor organization personnel.

Training dates are given with each module.

Need More Info? Contact:

Jan Keaton  
Department of Instructional Services  
National Mine Health and Safety Academy  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3234  
**FAX:** (304) 256-3247  
**E-MAIL:** keaton-janice@msha.gov

### **METAL/NONMETAL CURRICULUM (MODULES I-VII)**

The following chart shows the required core courses for entry level inspectors.



<b>Lap top com puter and printer re quired for all mod ules.</b>		
<b>Mod ule I (4 weeks)</b>		
Orientation Ci ta tions and Or ders Diversity Stan dards of Con duct	Professionalism Law Reg u la tion and Pol icy and Math Basic Lap top	Communications Effective Citation Writing
<b>Mod ule II (4 weeks)</b>		
Inspection Pro ce dures Ci ta tions and Or ders Re view (S&S) Sur face Haul age	Material Storage Sim u lated In spec tion Ground Con trol	Inspector's Portable Ap pli ca tions for Lap tops (IPAL)
<b>Mod ule III (3 weeks)</b>		
Accident In ves ti ga tion Elec tricity	IPAL Re view In dus trial Hy gi ene I	Ci ta tions and Or ders Re view [104(d)]
<b>Mod ule IV (3 weeks)</b>		
In dus trial Hy gi ene II Ci ta tion and Or ders Re view [107(a)]	Drilling and Blasting In dus trial Ven tila tion (in conjunction with IH)	Per sonal Pro tec tive Equip ment
<b>Mod ule V (3 weeks)</b>		
Ci ta tions and Or ders Re view [104(g), Part 48] Parts 48 and 46 Toxicology	Courtroom Pro ce dures Gas De tec ting De vices Un der ground Ven tila tion Safety Pro grams	IPAL Re view Tailings Part 50
<b>Module VI (3 weeks)</b>		
In tro duc tion to Spe cial In ves ti ga tions Em ploy ee Health and Safety	Ci ta tions and Or ders Re view [103(k), Part 50] Per missi bil ity In ter view ing Tech niques	Struc tural Safety Com pressed Air Un ique Pro cesses Mine Res cue/Part 49
<b>Module VII (3 weeks)</b>		
Ci ta tions and Or ders Re view (Act and Ci ta tions and Or ders) RVRP	Sim u lated In spec tion Con fer ence Com mu ni ca tion Fire Pro tec tion Hoisting	Tech Sup port Briefing Ci ta tions and Or ders Re view [103(g)] Re view/Graduation

**METAL/NONMETAL ENTRY LEVEL  
INSPECTORS TRAINING**

**GROUP CC**

Module V	Oc to ber 15 - No vem ber 9, 2001	(4 weeks)
Mod ule VI	No vem ber 26 - De cem ber 21, 2001	(4 weeks)

**GROUP DD**

Module V	Oc to ber 15 - No vem ber 9, 2001	(4 weeks)
Mod ule VI	No vem ber 26 - De cem ber 21, 2001	(4 weeks)

**GROUP EE**

Module IV	Oc to ber 15 - No vem ber 2, 2001	(3 weeks)
Module V	No vem ber 26 - De cem ber 21, 2001	(4 weeks)
Mod ule VI	Feb ru ary 25 - March 22, 2002	(4 weeks)

**GROUP FF**

Module III	No vem ber 26 - De cem ber 14, 2001	(3 weeks)
Module IV	Jan u ary 28 - Feb ru ary 15, 2002	(3 weeks)
Mod ule V	March 4 - March 22, 2002	(3 weeks)
Mod ule VI	April 22 - May 10, 2002	(3 weeks)
Mod ule VII	June 10 - June 28, 2002	(3 weeks)

**GROUP GG**

Module I	Oc to ber 15 - No vem ber 9, 2001	(4 weeks)
Module II	No vem ber 26 - De cem ber 21, 2001	(4 weeks)
Module III	Jan u ary 28 - Feb ru ary 15, 2002	(3 weeks)
Module IV	March 4 - March 22, 2002	(3 weeks)
Module V	April 22 - May 10, 2002	(3 weeks)
Module VI	June 10 - June 28, 2002	(3 weeks)
Mod ule VII	July 29 - Au gust 16, 2002	(3 weeks)

# COAL INSPECTION COURSES

## Journeyman Training

All coal inspectors will attend one week of training per year, or two weeks every other year. The training will be in a seminar format with subjects in various specialty areas. Two working groups (underground and surface) have been established by the MSHA Training Committee to determine the training needs of coal mine journeyman inspectors. A list of dates and subjects can be found on page 51.

The additional courses described in this section are designed for journeyman coal mine inspectors and Federal, state, mining industry, and labor organization personnel.

Course dates are given at the bottom of the course description.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Student Services at 304-256-3252 and submit the names of **at least ten** interested employees who will attend. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256- 3234.

# To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

## BLASTING (SURFACE)



This course discusses the characteristics and use of explosives and blasting agents. It is designed to teach blasting standards in accordance with Independent Makers of Explosives (IME) guidelines and the Code of Federal Regulations (30 CFR). The course is structured for MSHA surface coal inspectors and industry personnel.

### Contents:

- g Definitions
- g Transportation and Storage of Explosives and Blasting Agents
- g Detonation Units
- g Misfires
- g Electric and Non-electric Blasting Operations
- g Explosives Hazards and Accidents
- g Safe Blasting Principles (Work Procedures, Misfires, and Blast Plans)
- g Initiation Systems

**Technical Coordinator:** Wayne L. Lively  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** August 6-8, 2002



## **COAL IMPOUNDMENT AND REFUSE PILE INSPECTION**

This course will introduce the student to the general considerations for the design, construction, maintenance, and inspection of safe dams and waste piles.

### **Contents:**

- g Typical Geotechnical Investigations
- g Foundation Analysis
- g Breakthrough Potential Analysis
- g Stability Analysis and Safety Factors
- g Hydrologic and Hydraulic Considerations
- g Construction Monitoring
- g Identification of Deficiencies
- g General Methods of Remediation
- g Applicable Regulations

**Technical Coordinator:** Clifford F. Lindsay

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** March 12-14, 2002  
June 25-27, 2002

## HAULAGE (SURFACE)



Haulage accidents have been the highest category of fatal accidents for several years at our Nation's surface mines. This course teaches how to recognize the hazards that exist in surface haulage, and is taught by former surface coal and metal/non-metal mine inspectors.

### Contents:

- g Compliance Determination of 30 CFR Parts 77.400 and 77.1600
- g Inspection Procedures for Surface Mining Equipment
- g Use of Signs and Traffic Control on Mine Property
- g Haul Road Design
- g Brake Systems
- g New Technology (video cameras)
- g Rollover Protective Structures (ROPS)
- g Falling Object Protective Structures (FOPS)
- g Tire and Rim Safety
- g Overview of Fatal Accidents

**Technical Coordinator:** John Tyler  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** July 9-11, 2002

**INDUSTRIAL HYGIENE**



This course will enable health and safety inspectors to recognize and effectively assess health hazards, other than dust and noise, in coal mines and related areas. Laboratory exercises will include sampling procedures and techniques for more common health hazards that may be encountered during inspections. Other health hazard sampling procedures and techniques as well as health effects – respiratory, dermatological, carcinogenic – will also be discussed.

**Contents:**

- g Industrial Hygiene Terminology
- g Toxicology
- g Solvents
- g Asbestos
- g Radiation (Gamma, Ultraviolet)
- g Sampling Methods
- g Methods of Control
- g Contaminants That Have Been Detected at Mine Sites

**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** July 16-18, 2002





## **INSPECTORS PORTABLE APPLICATIONS FOR LAPTOPS (IPAL) REVIEW – COAL**

The IPAL review course is designed for MSHA coal inspectors. The course reviews the latest version of the IPAL Program. The course also covers the fundamentals of the computer operating system, troubleshooting, and how to use the computer to reference resource material stored in the computer.

### **Contents:**

- g Windows 2000
- g IPAL (Inspectors Portable Applications for Laptops)
- g Reference Material (30 CFR, Mine Act, PPM, Policy Information Letters, and Program Information Bulletins)
- g Basic Troubleshooting and Maintenance of the Laptop Computer and the IPAL Program
- g Using the Citrix Metaframe

**Technical Coordinators:** Mac Carnes  
Naomi Hughes

**Course Length:** 2 days

**Tuition:** None

**Dates:** January 29-30, 2002

**LONGWALL SAFETY**



The primary purpose of this course is to introduce new inspectors to longwall mining. It will also make the experienced inspectors more familiar with the trends and new technology in this area. The course will cover all aspects of longwall mining, including approved MSHA plans and Petitions for Modification. The course reviews the basic components that make up the longwall and their functions, which will enhance and assist the inspector during the inspection of longwalls.

**Contents:**

- g History and Trends
- g Parts of a Long wall (shearer, plow, panline, stage loader, drives, etc.)
- g Shields (parts and controls)
- g Strata Control (above the long wall)
- g Hydraulics
- g Longwall Moves
- g Special Roof Control Products for Longwalls
- g Ventilation (section, gob, bleeder, bleeder fans)
- g Basic Longwall Electrical Systems
- g CO Monitors
- g Degasification
- g Respirable Dust Control
- g Inspection Procedures

**Technical Coordinator:** Don Gibson  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** September 10-12, 2002

**MINE ACCIDENT INVESTIGATION AND REPORT WRITING**

This course is available for MSHA coal, metal/nonmetal, labor and industry accident investigators. **Other interested individuals should contact the Technical Coordinator.** The course reviews basic guidelines, procedures, and techniques used to investigate and report on accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, proper analysis for corrective actions, and completion of investigative reports following relevant MSHA guidelines and policies. At the conclusion of the class, in a practical exercise, students will conduct a simulated accident investigation and prepare a report. **Students should bring their laptop computers.**

**Contents:**

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations
- g Report Writing

<b>Technical Coordinators:</b>	Ken neth M. Scott Scott Mandeville Roy Milam
<b>Course Length:</b>	8 days
<b>Tuition:</b>	\$572.00
<b>Dates:</b>	De cem ber 4-13, 2001 March 5-14, 2002 May 7-16, 2002 July 16-25, 2002 September 10-19, 2002

**MINE FIRE CONTROL SEMINAR**

This seminar is designed to provide participants with information concerning mine fire situations. The seminar will blend class presentations and case studies with exercises in the Mine Simulation Laboratory.

**Contents:**

- g Fire Statistics
- g Recent Events
- g An Overview of 30 CFR Part 75
- g Location and Operation of Equipment
- g Site Communications

**Technical Coordinators:** David Friley  
Jerry Bailey

**Course Length:** 1 day

**Tuition:** None

**Date:** June 20, 2002



## **NOISE HAZARDS, REGULATION, AND CONTROL**

This course provides the participant with information on the hazards associated with overexposure to noise. It also thoroughly reviews 30 CFR Part 62, and appropriate monitoring and control methods. In addition, the class discusses the elements of an effective hearing conservation program.

### **Contents:**

- g** Characteristics of Noise
- g** Impact of Noise on Health
- g** Noise Monitoring
  - ' Sound Level Meters
  - ' Dosimeters
  - ' Octave Band Analysis
- g** Audiometric Examinations
- g** Noise Regulation- Compliance Discussion
  - ' Exposure levels
  - ' Monitoring
  - ' Hearing Conservation Programs
  - ' Training Requirements
- g** Control methods

**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** December 18-20, 2001  
June 25-27, 2002

**ROOF CONTROL FOR MINERS**



This course will update the miner on regulations and the new safety products regarding roof control. Miners will be instructed in principles and methods of roof/rib control which will be useful to them in their duties. Subjects listed will be incorporated with safe mining practices to help reduce roof fall fatalities.

**Contents:**

- g Mobile Roof Supports/Retreat Mining
- g Cable Bolts
- g New Roof Bolting Products
- g Supplemental Supports (wood)
- g Geology
- g New ASTM Specs
- g ATRS/Canopies
- g Hazard Recognition
- g Other Topics

**Technical Coordinator:** John Rosiek  
**Course Length:** 1 day  
**Tuition:** \$72.00  
**Dates:** Available at worksite upon request

**ROOF CONTROL SEMINAR**

This seminar is designed for miners, company managers, engineers, trainers, roof bolter machine operators, state and Federal mine inspectors, and for any individual in coal mine roof safety. This seminar is also designed to update personnel on new products and methods related to roof control. The seminar will include presentations by personnel from the Academy, Technical Support, MSHA headquarters, other government agencies, and industry. All subjects will incorporate safe mining practices which will reduce roof fall injuries and fatalities. The seminar will discuss new roof control techniques, trends, and developments.

**Contents:**

- g New Roof Bolting Products
- g Supplemental Supports
- g Roof Control Fatality Trends and Prevention
- g Roof Control Machinery Updates

**Technical Coordinators:** Joseph P. Fama  
John Rosiek

**Course Length:** 2 days

**Tuition:** None

**Dates:** May 29-30, 2002

**SURFACE FACILITIES AND COAL PREPARATION**

This course is designed to familiarize the student with: equipment and processes used in coal preparation plants; hazards that might exist around preparation plants; and inspection requirements for such plants. This course has been expanded to include structural safety in an effort to eliminate surface structural failures in the mining industry.

**Contents:**

- g Structural Safety
- g Equipment Guarding
- g Stock pile Safety
- g Delivery Methods to the Plant
- g Crushing, Sizing, and Washing Processes
- g Dewatering and Drying
- g Storage of Raw and Clean Coal
- g Potential Hazards
- g Preparation Plant Inspection

**Technical Coordinators:** Clif ford F. Lindsay  
John Tyler

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** August 27-29, 2002





## **TapRoot® SYSTEM ACCIDENT/ INCIDENT INVESTIGATION TRAINING**

This course is for MSHA coal, metal/nonmetal, technical support, or other MSHA employees who are involved in mine accident/incident investigations. The Tap Root® System provides a methodology to lead an investigator through the techniques and steps used to perform an in-depth investigation of an incident's root causes. Training focuses on developing a flow diagram of the events and conditions leading up to the undesired incident, evaluating each condition, identifying causal factors, and evaluating each factor as to root cause. The course will include training on Systems Improvement's SnapCharT® and Root Cause Tree® software.

The SnapCharT® software is a graphic presentation of the sequence of events identified and discovered during the physical onsite investigation. A SnapCharT® helps the investigator to organize the information gathered and identify the contributing factors that lead to the incident. From this chart the investigator can identify causal factors. In addition, it helps the investigator identify holes and inconsistencies in the information gathered during the investigation.

The Root Cause Tree® software takes over where a SnapCharT® stops. Where the SnapCharT® looks at what happened and the contributing factors involved, the Root Cause Tree® looks at why it happened. The Root Cause Tree® provides the investigator with a fairly comprehensive list of the root causes that should be considered for every incident.

**Students should bring their lap top computers.**

### **Contents:**

- g Equipment Failure Analysis including:
  - Design Failures
  - Defective Parts
  - Preventive/Predictive Maintenance

**TapRoot® SYSTEM ACCIDENT/INCIDENT  
INVESTIGATION TRAINING** *(continued)*

- g Human Performance Difficulty Analysis including:
- Procedures
  - Training
  - Quality control
  - Communications
  - Management Systems
  - Human Engineering
  - Work Direction

**Technical Coordinators:** Ken neth M. Scott  
Don Gib son

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** Jan u ary 8-10, 2002  
May 21-23, 2002  
June 18-20, 2002

**UNDERGROUND DIESEL EQUIPMENT/  
VENTILATION**

This course provides the participants with techniques to conduct an evaluation of existing underground mining diesel equipment. Basic air sampling principles will be presented. The impact of diesel equipment on the mine ventilation system and the mine ventilation plan will be discussed. The associated health hazards with diesel equipment and diesel fuel will be examined.

Primary emphasis will focus on the Code of Federal Regulations (30 CFR) related to underground mining operations. The class will integrate technology with case studies and basic laboratory work.

**Contents:**

- g Code of Federal Regulations Review
- g Air Sampling Procedures
- g Introduction to Basic Air Flow Measurement Techniques
- g Equipment
- g Health Hazards
- g Proper Health Sampling Techniques
- g Review of Diesel Technology

**Technical Coordinators:** Scott Mandeville  
Don Gibson

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** Scheduled upon request



## **UNDERGROUND HAULAGE, TRANSPORTATION, AND MACHINERY**



Accidents classified as Haulage or Machinery have continued to be one of the leading causes of fatalities in underground mining. These two categories are also the leading causes of nonfatal accidents in underground mining which result in lost work days. This course teaches recognition of some of the hazards associated with haulage equipment and other machinery found in underground coal mines and methods to eliminate them.

### **Contents:**

- g Recent statistical data
- g Investigative findings of some recent accidents
- g Difference between those accidents classified as haulage and those classified as machinery
- g Regulations and policy
- g Safeguards

**Technical Coordinator:** Roy Milam  
**Course Length:** 2 days  
**Tuition:** \$143.00  
**Dates:** December 18-19, 2001  
February 20-21, 2002

## **COAL MINE INSPECTORS RETRAINING**

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MSHA underground coal mine inspectors are required to receive a minimum of two weeks of training every two years.

Listed below are the dates and subjects of the training sessions scheduled at the Academy.

### **SCHEDULE**

October 23 - November 1, 2001

January 8-17, 2002

April 9-18, 2002

July 16-25, 2002

### **SUBJECTS**

- g CO Monitors
- g Citation and Order Writing
- g Electrical Hazards
- g Law, Regulation, and Policy
- g Noise
- g Roof and Rib
- g Surface Work Areas (Trucks)
- g Ventilation
- g Part 48
- g Preshift and Onshift Inspections
- g Conveyor Belts
- g Part 72
- g Contractors
- g AAA Inspection Procedures
- g Accident Prevention for MSHA Inspectors
- g Fatals Analysis
- g Mine Maps

# COAL ENTRY LEVEL INSPECTORS TRAINING

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The courses listed in this section are designed for entry level mine inspectors. However, they may be attended by Federal, state, mining industry, and labor organization personnel. Training dates are given with each module.

Need More Info? Contact:

Jan Keaton  
Department of Instructional Services  
National Mine Health and Safety Academy  
1301 Airport Road  
Beaver, West Virginia 25813-9426

---

**TELEPHONE:** (304) 256-3234  
**FAX:** (304) 256-3247  
**E-MAIL:** [keaton-janice@msha.gov](mailto:keaton-janice@msha.gov)

## COAL CURRICULUM (MODULES I-VIII)

The following chart shows the required core courses for entry level inspectors.

<p><b>Well ness Train ing is sched uled daily for each mod ule.</b></p> <p><b>Laptop computer and printer required for all modules.</b></p>		
<b>MODULE I (4 weeks)</b>		
Orientation Stan dards of Con duct Math Diversity	EffectiveWriting Law, Regu la tion, & Policy Communications	Ci ta tions and Or ders Intro duction to Laptops Professionalism
<b>MODULE II (3 weeks)</b>		
InspectionProcedures Inspectors Portable Applications for Laptops (IPAL)	Ground Control Surface Installations Combustible Materials and Rockdusting	Citations and Orders Review (S&S) Gas Detecting Devices
<b>MODULEIII (3 weeks)</b>		
Citations and Orders Review	Roof Con trol I Sur face Load and Haul	Respirable Dust
<b>MOD ULE IV (3 weeks)</b>		
Review: Professionalism/ Conflict Resolution Fire Protection	IPAL Review Mine Maps/Ventilation I Courtroom Procedures	Workplace Examinations Simulated Inspection Structural Safety
<b>MOD ULE V (3 weeks)</b>		
Blasting and Explosives Citations and Orders Review [107(a)]	Roof Control II Petition for Modification UndergroundHaulage	Mine Electricity I Training Requirements
<b>MOD ULE VI (3 weeks)</b>		
Ci ta tions and Or ders Re view [104(g), Part 48] Accident Investigation	Mine Electricity II Impoundments Ventilation II	Noise/Miscellaneous Health
<b>MOD ULE VII (3 weeks)</b>		
Part 50 InterviewingTechniques Electrical Permissibility	Diesel Permissibility Mine Wide Monitoring Longwall	Mine Rescue/Part 49 Introduction to Special Investigations
<b>MODULE VIII (3 weeks)</b>		
RVRP Simulated Inspection Citations and Orders Review [103(k), Part 50] Hoisting	Technical Support Field Trip Citations and Orders Review [103(g)] Review/Graduation	Employee Health and Safety Miscellaneous Safety Standards

**COAL ENTRY LEVEL  
INSPECTORS TRAINING**

**GROUP 34**

Module VIII	Oc to ber 15 - No vem ber 1, 2001	(3 weeks)
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**GROUP 35**

Module IV	Oc to ber 15 - No vem ber 2, 2001	(3 weeks)
Module V	No vem ber 26 - De cem ber 14, 2001	(3 weeks)
Module VI	Jan u ary 28 - Feb ru ary 15, 2002	(3 weeks)
Module VII	March 4 - March 22, 2002	(3 weeks)
Module VIII	April 15 - May 3, 2002	(3 weeks)



## COMPUTER TRAINING SCHEDULE

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Contents of each computer class are listed followed by a schedule by course dates. All persons attending, except employees of Federal, state, or local governments, will be charged a tuition fee of \$215.00 for a three-day class; \$143.00 for a two-day class; and \$72.00 for a one-day class.

Additional information may be obtained by contacting the Course Coordinator: Mac A. Carnes (304) 256-3398; Naomi A. Hughes (304) 256-3313; or Betty Hogan (304) 256-3235.

# To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251



**INSPECTORS PORTABLE  
APPLICATIONS FOR LAPTOPS (IPAL)  
REVIEW – COAL AND METAL/  
NONMETAL**

The IPAL review course is designed for MSHA coal and metal/nonmetal inspectors. The course reviews the latest version of the IPAL Program. The course also covers the fundamentals of the computer operating system, troubleshooting, and how to use the computer to reference resource material stored in the computer.

**Contents:**

- g Windows 2000
- g IPAL (Inspectors Portable Applications for Laptops)
- g Reference Material (30 CFR, Mine Act, PPM, Policy Information Letters, and Program Information Bulletins)
- g Basic Troubleshooting and Maintenance of the Laptop Computer and the IPAL Program
- g Using Citrix Metaframe

**Course Length:** 2 days

**Tuition:** None

**Dates:** **MNM** - January 15-16, 2002

**COAL** - January 29-30, 2002



## **INTRODUCTION TO MICROSOFT ACCESS 2000**

This course requires a prior knowledge of computers. Activities include hands-on work in the Computer Laboratory. Each student will develop/use a database which uses the contents listed below.

### **Contents:**

- g Tour of Access
- g Examining Tables
- g Using Tables
- g Creating Tables
- g Forms and Form Controls
- g Using Queries
- g Working with Reports
- g Creating Mailing Labels

**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** January 15-17, 2002  
March 26-28, 2002  
June 25-27, 2002



## **INTERMEDIATE MICROSOFT ACCESS 2000**

This course requires a prior knowledge of computers. Activities include hands-on work in the Computer Laboratory. Each student will develop/use a database which uses the contents listed below.

**Prerequisites:** In tro duc tion to Microsoft Ac cess 2000 or  
work ing knowl edge of con tents of the  
In tro duc tion to Microsoft Ac cess 2000 course.

### **Contents:**

- g Understanding Relational Databases
- g Cre ating and Cus tom izing Forms, Ex ploring Mainforms and Subforms
- g Cre ating and Using Multitable Queries
- g Tool box Tools in Forms and Re ports
- g Adding Ex pres sions in Forms and Re ports
- g Mod ifying and En hancing Re ports

**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** March 12-14, 2002  
May 21-23, 2002  
July 23-25, 2002



## **ADVANCED MICROSOFT ACCESS 2000**

This course is for experienced database users and requires a prior knowledge of Microsoft Access 2000. Activities include hands-on work in the Computer Laboratory. Each student will develop/use a database which uses the contents listed below.

**Prerequisites:** Introduction to Microsoft Access 2000,  
Intermediate Microsoft Access 2000, or a  
thorough working knowledge of previous  
Access 2000 courses.

### **Contents:**

- g Defining and Editing Relationships
- g Working with Advanced Queries
- g Working with Advanced Forms
- g Building Advanced Reports
- g Defining Switchboards
- g Application Project—Developing a Database

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** May 14-16, 2002  
June 18-20, 2002  
September 10-12, 2002



## **INTRODUCTION TO MICROSOFT EXCEL 2000**

This course requires a prior knowledge of computers and the Microsoft Windows 95/98/2000 operating system. Classroom activities include hands-on work in the Computer Laboratory.

### **Contents:**

- g Understanding the Excel Working Screen and Work books
- g Building Worksheets
- g Formulas and Functions
- g Formatting Worksheets
- g Printing Worksheets
- g Working with Charts

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** January 29-31, 2002  
June 11-13, 2002

## **ADVANCED MICROSOFT EXCEL 2000**

This course requires a prior knowledge of computers and the Introduction to Microsoft Excel 2000 course. Activities include hands-on work in the Computer Laboratory.

### **Contents:**

- g Review of Basic Features
- g Importing Data
- g Pivot Tables
- g Advanced Charting
- g Using Excel with Other Programs
- g Application Project

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** April 16-18, 2002  
August 6-8, 2002



## **MICROSOFT OFFICE 2000 APPLICATION**

This course is designed for users who have a good working knowledge of the Microsoft Office software which includes Access, Excel, Powerpoint, and Word.

### **Contents:**

- g Creating Forms in Word
- g Importing and Exporting Excel Spreadsheets
- g Importing and Exporting Access Databases
- g Creating Hyperlinks
- g Embedding Worksheets in a Document
- g Linking Worksheets
- g Converting Lists Into Access Tables From Wordperfect

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** January 8-10, 2002  
September 24-26, 2002



## MICROSOFT OUTLOOK 2000

Students will learn how to easily organize and manage electronic mail, calendars, tasks, and contacts all from one window. This course includes a series of hands-on exercises to teach how to access all the resources of Outlook.

### Contents:

- g Getting Started with Outlook 2000
- g Working with E-mail
- g Using Attachments
- g Working with Contacts
- g Managing Time with Calendar
- g Using Tasks
- g Using the Journal and Notes
- g Common Tools and Shortcuts

**Course Length:** 2 days  
**Tuition:** \$143.00  
**Dates:** January 8-9, 2002  
February 20-21, 2002  
August 27-28, 2002





## **MICROSOFT POWERPOINT 2000**

This course requires a prior knowledge of computers. PowerPoint is a presentation graphics software which has all the tools instructors/presenters need to put together professional, compelling presentations quickly and easily. Lessons are presented with a hands-on approach using step-by-step exercises.

### **Contents:**

- g Getting Started with PowerPoint
- g Working in Outline View
- g Working in Slide View
- g Working with Drawing Tools and Clip Art
- g Modifying Templates
- g Creating Word Art
- g Adding Digital Camera and Internet Pictures
- g Using Microsoft Graph
- g Creating Organization Charts
- g Working in Slide Sorter View
- g Finalizing and Printing Online Presentations
- g Application Project
- g Scanning Graphics Resolution

**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** April 2-4, 2002  
July 9-11, 2002  
September 24-26, 2002



NEW  
COURSE

## MICROSOFT WINDOWS 2000

This course provides students with the fundamental essentials and many time-saving short cuts in Microsoft Windows 2000. Activities include hands-on work in the Computer Laboratory.

### Contents:

- g Introduction to Windows 2000
- g Using the Taskbar
- g Basic Application Techniques
- g Managing Files
- g Introduction to Windows Explorer
- g Document Management Techniques
- g Common Tools and Short cuts

**Course Length:** 2 days  
**Tuition:** \$143.00  
**Dates:** March 12-13, 2002  
March 26-27, 2002  
May 14-15, 2002



## MICROSOFT WORD 2000

Students will learn their way around the block with Microsoft Word. This course puts emphasis on realistic and practical solutions for the wordprocessor user who wants to become more productive and effective.

### Contents:

- g Getting Acquainted with Word
- g Saving, Opening, Closing, Printing
- g Managing Documents
- g Editing, Formatting
- g Checking Your Spelling and Grammar
- g Columns, Tables, Graphics
- g Mail Merging
- g Working with Styles and Templates
- g Using Word for E-mail

**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** November 27-29, 2001  
December 18-20, 2001  
February 26-28, 2002  
June 4-6, 2002  
July 16-18, 2002  
August 13-15, 2002



## CERTIFICATION AND QUALIFICATION COURSES

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The courses in this section are available to MSHA and industry personnel. Upon successful completion of any of these courses, participants will receive the required MSHA certification for the particular area covered.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Student Services at 304-256-3252 and submit the names of **at least ten** interested employees who will attend. The course will then be scheduled.



If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

## To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

**ANNUAL RETRAINING FOR  
IMPOUNDMENT QUALIFICATION**

This course provides the annual retraining requirements for qualified impoundment inspectors. Impoundment inspectors are required to receive annual retraining in accordance with the requirements specified in the Code of Federal Regulations [30 CFR 77.107-1(b)].

**Contents:**

- g Reviews of Proper Inspection Procedures
- g Signs of Impoundment Distress
- g Instrumentation Monitoring
- g Construction Monitoring
- g Emergency Action Planning
- g Foundation Analysis
- g Geotechnical Investigations
- g Breakthrough Potential Analysis

**Technical Coordinator:** Clifford F. Lindsay  
**Course Length:** 4 hours  
**Tuition:** \$41.00  
**Dates:** December 20, 2001  
March 7, 2002  
June 19, 2002  
September 12, 2002

**QUALIFICATION FOR  
IMPOUNDMENT INSPECTION**



This course provides the initial training for personnel required to inspect impoundments. Successful completion of this course qualifies the participant to inspect impoundments as required by the Code of Federal Regulations [30 CFR 77.216-3(g)].

**Contents:**

Introductory training on:

- g Proper Inspection Procedures
- g Recognizing Deficiencies and Signs of Distress
- g Failure Modes
- g Foundation Analysis
- g Geotechnical Investigation
- g Breakthrough Potential Analysis
- g Common Instrumentation
- g Facility Configurations
- g Field Hazard Classifications
- g Reporting Requirements
- g Inspection Forms

**Technical Coordinator:** Clifford F. Lindsay  
**Course Length:** 8 hours  
**Tuition:** \$72.00  
**Dates:** November 15, 2001  
February 14, 2002  
May 16, 2002  
July 11, 2002

**RESPIRABLE COAL MINE DUST SAMPLER  
CALIBRATION/MAINTENANCE CERTIFICATION**

This course provides the initial training for personnel required to calibrate and maintain coal mine dust sampling equipment. Successful completion of this course certifies the participant to calibrate and maintain respirable coal mine dust sampler units under the current Code of Federal Regulations (30 CFR Parts 70/71/90).

**Contents:**

- g Properties of the Approved Sampling Unit
- g Responsibilities of the Certified Person for Maintenance and Calibration

**Hands-On Instruction:**

- g Pump Calibration Procedures
- g Maintenance Requirements
- g Sampling Unit Inspection
- g Pre-Shift Checks of Approved Sampling Unit

**Technical Coordinator:** William D. McKinney  
**Course Length:** 8 hours  
**Tuition:** \$72.00  
**Dates:** March 6, 2002  
September 25, 2002



**RESPIRABLE COAL MINE DUST SAMPLING  
CERTIFICATION**

This course provides the initial training for personnel required to collect coal mine dust samples.

Successful completion of this course certifies the participant to collect and submit respirable coal mine dust samples under the current Code of Federal Regulations (30 CFR Parts 70/71/90).

**Contents:**

Instruction in the Regulations Governing the Coal Mine Operator's Respirable Dust Sampling Program including:

- g Nature of Respirable Dust Hazards
- g Responsibilities of the Certified Sampler
- g Respirable Dust Sampling Procedures
- g Approved Sampler Units
- g On-Shift Parameter Checks

Hands-on Instructions for Sampling Unit:

- g Assembly
- g Inspection
- g Use

<b>Technical Coordinator:</b>	William D. McKinney
<b>Course Length:</b>	8 hours
<b>Tuition:</b>	\$72.00
<b>Dates:</b>	March 5, 2002 September 24, 2002



## GENERAL COURSES FOR MSHA AND THE MINING INDUSTRY

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The Academy courses described in this section are available to MSHA and industry personnel.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Student Services at 304-256-3252 and submit the names of **at least ten** interested employees who will attend. The course will then be scheduled.

# QUESTIONS?

If you need more information about contents of a course, contact the technical coordinator for that course at (304) 256-3100 or Jan Keaton at (304) 256-3234.

# To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

**ACCIDENT PREVENTION  
TECHNIQUES**



This course is designed for safety managers/directors, mine managers, or anyone in the mining industry interested in reducing incidents and accidents. Several proven accident reduction techniques are covered during the three-day class. The course starts with a discussion on the principle of multiple causation and the importance of identifying the significant contributing factors in most mining accidents. Accidents/incidents are broken into the three levels of causation with examples of each level discussed. Discussions then focus on the indirect level of causation through a technique of identifying performance problems as either skill or motivational. Unsafe conditions and unsafe work practices are addressed through job safety analysis and job observation. Stress, safety communications, and effective safety talks will be covered. The class ends with a health and safety survey which can identify the strengths and weaknesses of a company's health and safety program.

**Contents:**

- g Accident/Incident Analysis
- g Analyzing Performance Problems
- g Safety Communications/Promotion
- g Developing Effective Safety Talks
- g Managing Stress
- g Job Safety Analysis
- g Job Observation
- g Accident Investigation
- g Mine Safety Program Rating Procedures

**Technical Coordinator:** Kenneth M. Scott  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** Scheduled upon request



## ELECTRICAL SAFETY FOR MINERS

This course is designed to provide practical methods and techniques for the identification of electrical hazards and the appropriate enforcement actions to be taken. This course is for MNM industry personnel with limited electrical expertise.

### Contents:

- g Grounding
- g Power Distribution Systems
- g Inspection of Electrical Equipment
- g Current Policy
- g Hazard Recognition
- g Citations and Orders
- g Personal Safety

**NOTE: This course is not for Electrical Specialists.**

<b>Technical Coordinator:</b>	Roy Milam
<b>Course Length:</b>	2 days
<b>Tuition:</b>	\$143.00
<b>Dates:</b>	June 25-26, 2002

## HOISTS AND ELEVATORS

This course provides instruction to the student in the basic parts of mine personnel hoists and elevators. It includes discussion of drums, sheaves, cages, and mainly concentrates on wire ropes and terminations. The student will learn basic wire rope and termination technology and how to use this knowledge to enforce removal criteria according to the Code of Federal Regulations (30 CFR 75.1400 or 56.19000). The class will also touch on the American Society of Mechanical Engineers A17.1 and A17.2 Standards which apply to elevators. The student will be taught how to conduct an adequate inspection for personnel hoists and elevators. There are exercises on hazard recognition and how to write the appropriate citations. This course is for MSHA coal inspectors, MNM inspectors, and industry personnel.

**Contents:**

- g Wire Rope Technology
- g Terminations and Attachments
- g Removal Criteria According to 30 CFR
- g How to Apply ASME A17.1 & A17.2
- g Hazard Recognition
- g Inspection Procedure
- g Citation and Order Writing

**Technical Coordinator:** Joseph P. Fama  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** June 11-13, 2002

**INDUSTRIAL HYGIENE: SAMPLING FOR  
RESPIRABLE SILICA DUST AND NOISE**

***(Only offered on site)***

This class, developed in cooperation with the National Stone Association, **is to be scheduled at your worksite**. It involves two days of classroom work and a full day of sampling for silica and noise. It prepares miners and mine operators to conduct ongoing sampling. Results of noise sampling are available immediately; dust sampling requires analysis in the laboratory, and the cost of analysis is picked up by the mine operator.

A minimum of ten students is required; the maximum class size is fifteen students.

**Contents:**

- g Hazards of Silica and Noise
- g Introduction to Industrial Hygiene
- g Sampling Equipment and Techniques Laboratory
- g Record Keeping
- g Calculations
- g Controls

**Technical Coordinators:** William D. McKinney  
Polly Kalich

**Tuition:** \$250.00 per student

**Dates** Limited availability; to be  
arranged with individual  
operators

**INSTRUCTOR TRAINING WORKSHOP (PART 46)**

This course is designed for individuals who are designated competent instructors by companies and/or contractors subject to Part 46. The course is intended to improve mine trainers' instructional skills, abilities, and knowledge. Participants will be asked to select a topic given in 30 CFR Part 46, develop a lesson plan, and present a 15-minute instructional segment. The presentation will be evaluated by the instructor and will be videotaped for playback and individual review. The course is offered as a three (3) or four (4) day program. An **optional** MSHA First Aid class is offered the **first** day.

**Contents:**

- g Part 46 Training Requirements
- g Review of Part 46 Training Material
- g Principles of Adult Instruction
- g Developing Objectives
- g Developing Criterion Test Items
- g Outlining the Training Content
- g Determining the Instructional Methods
- g Developing and Using Training Aids
- g Developing a Lesson Plan
- g Using Facilitation Skills
- g MSHA First Aid Program (optional)

**Technical Coordinator:** Kenneth M. Scott  
**Course Length:** 3 days ( 4 days with first aid)  
**Tuition:** \$215.00 (3 days)  
\$286.00 (4 days)  
**Dates:** January 28-31, 2002  
June 3-6, 2002  
September 23-26, 2002

*(All dates include one day First Aid Instructor Training)*



**INSTRUCTOR TRAINING WORKSHOP (PART 48)**

This course is intended to improve the instructional skills, abilities, and knowledge of mine trainers. Participants will be required to select, develop, and present a 15-minute training segment on a health or safety topic in 30 CFR Part 48. The presentation will be video taped for playback and individual review.

Approval as a Part 48 instructor is a two-part process. (1) You must demonstrate that you have knowledge of the subjects that you will be teaching. This is generally accomplished by submitting a resume to the local MSHA District showing your mining experience and education. (2) You must demonstrate that you have the ability to teach. Successful completion of this course will enable you to meet this requirement.

The course is offered as a three (3) or four (4) day program. An **optional** MSHA First Aid class is offered the **first** day.

**Contents:**

- g Principles of Adult Instruction
- g Developing Objectives
- g Developing Criterion Test Items
- g Outlining the Training Content
- g Determining the Instructional Methods
- g Developing and Using Training Aids
- g Developing a Lesson Plan
- g Using Facilitation Skills
- g Part 48 Requirements
- g MSHA First Aid Program

**Technical Coordinator:** Kenneth M. Scott  
**Course Length:** 3 days (4 days with first aid)  
**Tuition:** \$215.00 (3 days)  
\$286.00 (4 days)  
**Dates:** November 5-8, 2001  
March 25-28, 2002  
July 8-11, 2002

***(All dates include one day First Aid Instructor Training)***

# INTERMEDIATE TOXICOLOGY



This course will provide coal and metal/nonmetal health specialists with a review of the uptake, distribution, metabolism, and elimination of industrial and environmental chemicals. Dose- and time-response relationships will be discussed. Toxic effects of metals, particulates, and solvents will then be examined.

**Contents:**

- g Introduction to Fundamental Concepts of Toxicology
- g Review of Terminology Used in Toxicology
- g Comparison of Inhalation, Ingestion, and Dermal Exposures
- g Definition of End points of Toxicity
- g Summary of Acute Versus Chronic Toxicity
- g Discussion of Toxicity Data Used to Develop Exposure Limits for Humans

**Instructor:** Michelle Schaper  
**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** August 27-29, 2002

## INTRODUCTION TO MINING



The mining industry fulfills the important function of providing society's raw materials. Increasingly, mining has become more complex, due to rapid technological changes and comprehensive regulations. This complexity coupled with the industry's rich and traditional use of unique terminology can make understanding mining difficult for persons unfamiliar with it. This course introduces participants to the broad scope of mining, and is for those with little or no mining knowledge. It will provide participants with a working understanding of the various aspects of the industry.

### Contents:

- g Mining Terminology
- g Mineral Exploration and Geology
- g Mineral Economics
- g Description of the Different Mining Methods
- g Coal Preparation and Mineral Processing
- g Health and Safety Regulations including:
  - Ground/Roof Control
  - Ventilation and Dust Control
  - Haulage and Hoisting
  - Personal Protective Equipment
  - Mapping
  - Mine Examinations
  - Electricity
  - Explosives
  - Hygiene

**Technical Coordinator:** Jimmy L. Shumate  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** August 6-8, 2002

**MINE ACCIDENT  
INVESTIGATION TECHNIQUES**



This course is directed towards safety directors, managers, foremen, union safety committee persons, or mining industry (metal/nonmetal or coal) individuals involved in accident investigation. Course content reviews basic guidelines, procedures, and techniques for the preparation and handling of investigations of accidents and other incidents involving health and safety in the mining industry.

Classroom activities and discussions cover reasons for accident investigations, the investigative process, data collection, accident reconstruction, and proper analysis for corrective actions. Hands-on exercises are stressed along with class participation.

**Contents:**

- g Overview of Accident Investigation
- g Pre-Investigation Activities
- g Accident Reconstruction
- g Photography/Sketching
- g Interviewing Techniques
- g Data Collection and Evaluation
- g Developing Conclusions and Recommendations

**Technical Coordinator:** Kenneth M. Scott  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** October 2-4, 2001



## **MINE CONSTRUCTION, MAINTENANCE, AND REPAIRS SAFETY**

This course is designed for the mining construction industry, related support groups, mining regulatory agencies, and others that are involved with the planning, design, and application of mine construction and maintenance activities.

### **Contents:**

- g Accident Analysis and Prevention
- g Effective Work Area Examinations
- g Mobile Equipment Examinations
- g Fall Prevention
- g Basic Crane Safety
- g Material Storage and Handling
- g Conveyor Belt Safety
- g Confined Space Safety
- g Wire Ropes and Slings
- g Surface Installations

**Technical Coordinator:** Tom Bonifacio  
**Course Length:** 2 days  
**Tuition:** \$143.00  
**Dates:** January 15-16, 2002  
June 18-19, 2002

**MINE ELEVATOR INSPECTION  
PROGRAM TRAINING – MODULE I**



This training module covers the inspection of mine elevators and the impact on critical elevator components caused by the mine environment. It will enable the student to perform basic mine elevator inspections, focusing on critical safety concerns, including those identified in recent mine elevator accidents. The material will be correlated to the applicable sections of ASME A17. Many visuals and actual elevator hardware will be used throughout the program. This module is a stand-alone program for elevators used in harsh environments. It also can be used as the first in a series of modules designed to prepare the student for taking the Qualified Elevator Inspector (QEI) certification examination. NOTE: Students should bring the latest version of elevator codes ASME A17.1 & A17.2.1 with them, although they are not mandatory.

- Technical Coordinator:** Roy Milam
- Course Length:** 3 days
- Tuition:** \$215.00
- Dates:** July 30-August 1, 2002



## **NOISE HAZARDS, REGULATION, AND CONTROL**

This course provides the participant with information on the hazards associated with overexposure to noise. It also thoroughly reviews 30 CFR Part 62 and appropriate monitoring and control methods. In addition, the course discusses the elements of an effective hearing conservation program.

### **Contents:**

- g** Characteristics of Noise
- g** Impact of Noise on Health
- g** Noise Monitoring
  - ' Sound Level Meters
  - ' Dosimeters
  - ' Octave Band Analysis
- g** Audiometric Examinations
- g** Noise Regulation- Compliance Discussion
  - ' Exposure levels
  - ' Monitoring
  - ' Hearing Conservation Programs
  - ' Training Requirements
- g** Control methods

**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** December 18-20, 2001  
June 25-27, 2002

**RESPIRABLE DUST AND SILICA  
SAMPLING AND CONTROL**



This course includes ventilation plan case studies and intensive hands-on exercises focusing on dust control plan evaluation and quantitative measurement and analysis of control parameters.

**Contents:**

- g Respirable Dust and Silica: Health Hazards and Sources
- g Compliance with 30 CFR and MSHA Policy
- g Noncompliance – A History of Violations
- g Respirable Dust Sampling Equipment
- g Conducting Respirable Dust Inspections: Operator and MSHA Sampling
- g Documentation: The Importance of Good Records
- g An Introduction to Dust Control
- g Face Ventilation Systems and Equipment and Ventilation Measurements
- g Water Systems: Measuring Flows and Pressures
- g Respiratory Protection Programs and ANSI Standards
- g Operator Programs: Dust and Ventilation Control
- g Field Sampling Day(s)
- g Evaluation of Control Programs

**Technical Coordinator:** William D. McKinney  
**Course Length:** 3 days  
**Tuition:** \$215.00  
**Dates:** Scheduled upon request





## **SURFACE FACILITIES AND COAL PREPARATION**

This course is designed to familiarize the student with: equipment and processes used in coal preparation plants; hazards that might exist around preparation plants; and inspection requirements for such plants. This course has been expanded to include structural safety in an effort to eliminate surface structural failures in the mining industry.

### **Contents:**

- g Structural Safety
- g Equipment Guarding
- g Stock pile Safety
- g Delivery Methods to the Plant
- g Crushing, Sizing, and Washing Processes
- g Dewatering and Drying
- g Storage of Raw and Clean Coal
- g Potential Hazards
- g Preparation Plant Inspection

**Technical Coordinators:** Clifford F. Lindsay  
John Tyler

**Course Length:** 3 days

**Tuition:** \$215.00

**Dates:** August 27-29, 2002



## **UNDERGROUND HAULAGE, TRANSPORTATION, AND MACHINERY**



Accidents classified as Haulage or Machinery have continued to be one of the leading causes of fatalities in underground mining. These two categories are also the leading causes of nonfatal accidents in underground mining which result in lost work days. This course teaches recognition of some of the hazards associated with haulage equipment and other machinery found in underground coal mines and methods to eliminate them.

### **Contents:**

- g Recent statistical data
- g Investigative findings of some recent accidents
- g Difference between those accidents classified as haulage and those classified as machinery
- g Regulations and policy
- g Safeguards

**Technical Coordinator:** Roy Milam  
**Course Length:** 2 days  
**Tuition:** \$143.00  
**Dates:** December 18-19, 2001  
February 20-21, 2002

## SEMINARS/WORKSHOPS FOR MSHA AND THE MINING INDUSTRY

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The Academy Seminars/Workshops described in this section are available to MSHA and industry personnel.



Courses marked by this icon may be held at your worksite. If your company or organization would like any of these courses presented onsite, contact Student Services at 304-256-3252 and submit the names of **at least ten** interested employees who will attend. The course will then be scheduled.



If you need more information about contents of a seminar/workshop, contact the technical coordinator for that seminar/workshop at (304) 256-3100 or Jan Keaton at (304) 256-3234.

## To Enroll Contact:

National Mine Health and Safety Academy  
Student Services Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

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**TELEPHONE:** (304) 256-3252  
**FAX:** (304) 256-3251

**ACCIDENT INVESTIGATION RETRAINING SEMINAR**

This seminar is designed to provide continuing education training to MSHA Accident Investigators on a bi-annual basis. Current accident investigators in Coal, MNM, Technical Support, and EPD are required to attend one of the two scheduled seminars. The first seminar was conducted in February 2001. A prerequisite for the seminar is the two-week Basic Accident Investigation and Report Writing course offered by the Academy. Space is limited to half the investigators in FY 2001 with the other half in FY 2002. **Students should bring their laptop computers.**

**Some of the projected topics for the seminar are:**

- g Advance Interviewing Techniques
- g Using Tape Recorders During Interviewing
- g Legal Issues Involving MSHA Investigations
- g Advanced Evidence Collection
- g Critical Incident Stress
- g Report Writing
- g Scene Preservation and Sketching
- g NTSB Investigations

**Technical Coordinator:** Kenneth M. Scott  
**Course Length:** 7 days  
**Tuition:** None  
**Dates:** February 20-28, 2002

**MINE BLASTING SAFETY AND APPLICATION SEMINAR**

This seminar is designed for company managers, blasting engineers, blasters, State and Federal mine inspectors (coal and metal/nonmetal), and others involved with the planning, design, and the use of explosives in the mining industry. The most recent blasting techniques, trends, and developments will be discussed, as well as the ability to share ideas in small group sessions.

**Contents:**

- g Vibration Analysis/Seismographs/Efficient Blasting Techniques
- g Storage of Explosives
- g Handling and Use of Explosives
- g Silica Dust and Toxic Gas Hazards in Blasting
- g Blasting Agents and Emulsions

**Technical Coordinator:** Wayne L. Lively  
**Course Length:** 2½ days  
**Tuition:** None  
**Dates:** January 23-25, 2002

**MINE CONSTRUCTION, MAINTENANCE, AND  
REPAIRS SAFETY WORKSHOP**

This work shop is de signed for the min ing con struc tion in dus try, related support groups, mining regulatory agencies, and others that are involved with the planning, design, and application of mine construction and maintenance activities.

**Contents:**

- g Construction Worksite Examinations
- g Structural Safety
- g Wire Ropes and Slings Used in Con struc tion
- g Scaf folding and Fall Pro tec tion
- g Electrical Hazards Affecting Construction
- g Ma te rial Stor age and Han dling
- g Ground Sup port Sta bility
- g Crane Safety
- g Con veyor Belt Safety
- g Con struc tion Drilling and Blasting
- g How Con trac tors are Af fected by 30 CFR Parts 45, 46, and 48
- g 30 CFR Part 77 Re la tion to Con trac tors
- g Highwall De vel op ment for Un der ground Mine En tries

**Technical Coordinator:** Tom Bonifacio  
**Course Length:** 3 days  
**Tuition:** None  
**Dates:** April 2-4, 2002

**MINE FIRE CONTROL SEMINAR**

This seminar is designed to provide participants with information concerning mine fire situations. The seminar will blend class presentations and case studies with exercises in the Mine Simulation Laboratory.

**Contents:**

- g Fire Statistics
- g Recent Events
- g An Overview of 30 CFR Part 75
- g Location and Operation of Equipment
- g Site Communications

**Technical Coordinators:** David Friley  
Jerry Bailey

**Course Length:** 1 day

**Tuition:** None

**Dates:** June 20, 2002

**ROOF CONTROL SEMINAR**

This seminar is designed for miners, company managers, engineers, trainers, roof bolter machine operators, state and Federal mine inspectors, and for any individual in coal mine roof safety. This seminar is designed to update personnel on new products and methods related to roof control. The seminar will include presentations by personnel from the Academy, Technical Support, MSHA headquarters, other government agencies, and industry. All subjects will incorporate safe mining practices which will reduce roof fall injuries and fatalities. The seminar will discuss new roof control techniques, trends, and developments.

**Contents:**

- g New Roof Bolting Products
- g Supplemental Supports
- g Roof Control Fatality Trends and Prevention
- g Roof Control Machinery Updates

**Technical Coordinators:** Joseph P. Fama  
John Rosiek

**Course Length:** 2 days

**Tuition:** None

**Dates:** May 29-30, 2002



**SURFACE HAULAGE SAFETY SEMINAR**

This seminar brings together representatives of the mining industry and others that are involved with the planning, design, and use of surface mine haulage equipment and/or systems. The seminar will provide an opportunity for the participants to exchange information and observe firsthand new technology, equipment, and innovations that are being used in the mining industry. Industry and other technical presenters will provide presentations, exhibits, and equipment displays that allow the participants to interact in small groups with the presenters and each other.

**Contents:**

- g Equipment Brake Systems
- g Equipment Safety Instructions
- g Tire Care and Maintenance
- g Crane Safety
- g Cab Ergonomics
- g Discriminating Alarm Systems
- g Dump Point Safety
- g Diesel-Electric Equipment
- g Fire Suppression on Haulage Equipment
- g Haul Roads—Keys to Accident Prevention
- g Hazards and Accident Prevention in Belt Conveyor Operations
- g Specific Equipment Systems (Loaders, Trucks, Dozers, Shovels)
- g Loss Prevention—Haulage
- g New Automation Technologies—Conveyors, Plants, Mills
- g Safe Handling and Transport of Bulk Blasting Agents
- g Safety Aspects of Mounting/Dismounting Tires
- g Haul Road Design

**Technical Coordinator:** Wayne Lively  
**Course Length:** 3 days  
**Tuition:** None  
**Dates:** August 20-22, 2002

**TRAM/NATIONAL MINE INSTRUCTORS SEMINAR**

This seminar provides opportunities for health and safety trainers to improve their training programs with new materials and new ideas. The seminar will also include an exhibit of training materials developed by MSHA, state grants recipients, and the mining industry. Small workshops allow participants to interact with workshop leaders and other participants.

**Contents:**

- g Innovative Instructional Techniques
- g Instructional Technology and Computer Applications
- g Underground Mine Safety (Metal/Non metal and Coal Topics)
- g Surface Mine Safety (Metal/Non metal and Coal Topics)
- g General Safety
- g Health
- g Ergonomics
- g Supervisory Issues

Another feature of the seminar is the Training Materials Competition. Health and safety training materials entered in the competition will be judged and winners will be announced at the Seminar. All materials entered in the competition will be placed on display.

<b>Technical Coordinators:</b>	Jimmy L. Shumate Sharon T. Casto
<b>Course Length:</b>	2½ days
<b>Tuition:</b>	None
<b>Dates:</b>	October 9-11, 2001

# SUPERVISORY TRAINING COAL AND METAL/NONMETAL

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February 5-14, 2002  
April 16-25, 2002  
June 18-27, 2002

# SPECIALISTS TRAINING

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MSHA mine inspectors, supervisors, specialists, administrative, and clerical personnel are to receive a minimum of two weeks training every two years.

Listed below are the groups and dates for which training sessions have been scheduled at the Academy:

**Accident Investigators**

February 20-28, 2002

**Administrative/Clerical Personnel**

June 11-13, 2002  
July 9-11, 2002  
August 20-22, 2002

**Electrical Specialists**

February 5-14, 2002 **(METAL/NONMETAL)**  
April 30-May 9, 2002 **(COAL)**

**Health Specialists**

*(Dates not available at time of publication)*

**Impoundment Specialists**

May 14-16, 2002

**MNM Journeyman Inspectors**

March 5-14, 2002

April 2-11, 2002

August 6-15, 2002

**Roof Control Specialists**

April 23-25, 2002

**Surface CMI Retraining**

May 14-23, 2002

**Underground Coal Inspectors**

October 23-November 1, 2001

January 8-17, 2002

April 9-18, 2002

July 16-25, 2002

**Ventilation Specialists**

September 17-19, 2002

December 3-5, 2002

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# SCHEDULE OF COURSES

## By Date

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### OCTOBER 2001

#### October 1 - 5, 2001

g Mine Accident Investigation Techniques . . . . 10/02-04/01

#### October 8 - 12, 2001

g TRAM/National Mine Instructors Seminar . . 10/09-11/01

### NOVEMBER 2001

#### November 5 - 9, 2001

g Instructor Training Workshop (Part 48) . . . . 11/05-08/01

#### November 12 - 16, 2001

g Qualification for Impoundment Inspection . . . . 11/15/01

#### November 26 - 30, 2001

g Ground Control Hazards . . . . . 11/27-29/01

g Microsoft Word 2000 . . . . . 11/27-29/01

g Tailings Dam and Waste Pile Inspection –  
Metal/Nonmetal . . . . . 11/27-29/01

### DECEMBER 2001

#### December 3 - 7, 2001

g Mine Accident Investigation and Report  
Writing . . . . . 12/04-13/01

#### December 17 - 21, 2001

g Annual Retraining for Impoundment  
Qualification . . . . . 12/20/01

- g Haulage (Surface) . . . . . 12/18-20/01
- g Microsoft Word 2000 . . . . . 12/18-20/01
- g Noise Haz ards, Regu la tion, and Con trol . . . . 12/18-20/01
- g Under ground Haulage, Transportation,  
and Machinery. . . . . 12/18-19/01

**JANUARY 2002**

**Jan u ary 7 - 11, 2002**

- g Blasting (Sur face) . . . . . 01/08-10/02
- g Microsoft Of fice 2000 Ap pli ca tion . . . . . 01/08-10/02
- g Microsoft Out look 2000. . . . . 01/08-09/02
- g Tap RooT® System Accident/Incident  
Investigation Training . . . . . 01/08-10/02

**Jan u ary 14 - 18, 2002**

- g Inspectors Portable Applications for  
Laptops (IPAL) Re view - Metal/Nonmetal . . 01/15-16/02
- g Mine Con struc tion, Main te nance, and  
Re pairs Safety . . . . . 01/15-16/02
- g In tro duc tion to Microsoft Ac cess 2000. . . . . 01/15-17/02

**Jan u ary 21 - 25, 2002**

- g Mine Blasting Safety and Ap pli ca tion  
Seminar . . . . . 01/23-25/02

**Jan u ary 28 - Feb ru ary 1, 2002**

- g Haulage (Surface) . . . . . 01/29-31/02
- g Inspectors Portable Applications for  
Laptops (IPAL) Re view - COAL. . . . . 01/29-30/02
- g In struc tor Training Work shop (Part 46) . . . . . 01/28-31/02
- g In tro duc tion to Microsoft Ex cel 2000. . . . . 01/29-31/02



**FEBRUARY 2002**

**February 11 - 15, 2002**

- g Qualification for Impoundment Inspection . . . . . 02/14/02

**February 18 - 22, 2002**

- g Accident Investigation Retraining Seminar . . . 02/20-28/02
- g Microsoft Outlook 2000 . . . . . 02/20-21/02
- g Underground Haulage, Transportation,  
and Machinery . . . . . 02/20-21/02

**February 25 - March 1, 2002**

- g Microsoft Word 2000 . . . . . 02/26-28/02

**MARCH 2002**

**March 4 - 8, 2002**

- g Annual Retraining for Impoundment  
Qualification . . . . . 03/07/02
- g Ground Control Hazards . . . . . 03/05-07/02
- g Mine Accident Investigation and Report  
Writing . . . . . 03/05-14/02
- g Respirable Coal Mine Dust Sampler  
Calibration/Maintenance Certification . . . . . 03/06/02
- g Respirable Coal Mine Dust Sampling  
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**March 11 - 15, 2002**

- g Coal Impoundment and Refuse Pile  
Inspection . . . . . 03/12-14/02
- g Intermediate Microsoft Access 2000 . . . . . 03/12-14/02
- g Microsoft Windows 2000 . . . . . 03/12-13/02

**March 25 - 29, 2002**

- g Instructor Training Workshop (Part 48) . . . . . 03/25-28/02
- g Introduction to Microsoft Access 2000 . . . . . 03/26-28/02
- g Microsoft Windows 2000 . . . . . 03/26-27/02

**APRIL 2002**

**April 1 - 5, 2002**

- g Microsoft PowerPoint 2000 . . . . . 04/02-04/02
- g Mine Construction, Maintenance, and  
Repairs Safety Workshop . . . . . 04/02-04/02

**April 15 - 19, 2002**

- g Advanced Microsoft Excel 2000 . . . . . 04/16-18/02

**MAY 2002**

**May 6 - 10, 2002**

- g Mine Accident Investigation and Report  
Writing . . . . . 05/07-16/02

**May 13 - 17, 2002**

- g Microsoft Windows 2000 . . . . . 05/14-15/02
- g Advanced Microsoft Access 2000 . . . . . 05/14-16/02
- g Qualification for Impoundment Inspection . . . . . 05/16/02

**May 20 - 24, 2002**

- g Intermediate Microsoft Access 2000 . . . . . 05/21-23/02
- g TapRooT® System Accident/Incident  
Investigation Training . . . . . 05/21-23/02

**May 27 - 31, 2002**

- g Roof Control Seminar . . . . . 05/29-30/02

**JUNE 2002**

**June 3 - 7, 2002**

- g Instructor Training Workshop (Part 46) . . . . . 06/03-06/02
- g Microsoft Word 2000 . . . . . 06/04-06/02

**June 10 - 14, 2002**

- g Hoists and Elevators ..... 06/11-13/02
- g Introduction to Microsoft Excel 2000. .... 06/11-13/02

**June 17 - 21, 2002**

- g Advanced Microsoft Access 2000 ..... 06/18-20/02
- g Mine Construction, Maintenance, and  
Repairs Safety ..... 06/18-19/02
- g TapRooT® System Accident/Incident  
Investigation Training ..... 06/18-20/02
- g Annual Retraining for Impoundment  
Qualification. .... 06/19/02
- g Mine Fire Control Seminar ..... 06/20/02

**June 24 - 28, 2002**

- g Electrical Safety for Miners ..... 06/25-26/02
- g Coal Impoundment and Refuse Pile  
Inspection ..... 06/25-27/02
- g Introduction to Microsoft Access 2000. .... 06/25-27/02
- g Noise Hazards, Regulation, and Control. .... 06/25-27/02

**JULY 2002**

**July 8 - 12, 2002**

- g Instructor Training Workshop (Part 48) ..... 07/08-11/02
- g Haulage (Surface). .... 07/09-11/02
- g Microsoft PowerPoint 2000. .... 07/09-11/02
- g Qualification for Impoundment Inspection. .... 07/11/02

**July 15 - 19, 2002**

- g Industrial Hygiene ..... 07/16-18/02
- g Microsoft Word 2000 ..... 07/16-18/02
- g Mine Accident Investigation and Report  
Writing ..... 07/16-25/02

**July 22 - 26, 2002**  
g Intermediate Microsoft Access 2000 . . . . . 07/23-25/02

**July 29 - August 2, 2002**  
g Mine Elevator Inspection Program  
Training – Module I . . . . . 07/30-08/01/02

**AUGUST 2002**

**August 5 - 9, 2002**  
g Advanced Microsoft Excel 2000 . . . . . 08/06-08/02  
g Blasting (Surface) . . . . . 08/06-08/02  
g Introduction to Mining. . . . . 08/06-08/02

**August 12 - 16, 2002**  
g Microsoft Word 2000 . . . . . 08/13-15/02

**August 19 - 23, 2002**  
g Surface Haulage Safety Seminar. . . . . 08/20-22/02

**August 26 - 30, 2002**  
g Microsoft Outlook 2000. . . . . 08/27-28/02  
g Intermediate Toxicology . . . . . 08/27-29/02  
g Surface Facilities and Coal Preparation . . . . . 08/27-29/02

**SEPTEMBER 2002**

**September 9 - 13, 2002**  
g Advanced Microsoft Access 2000 . . . . . 09/10-12/02  
g Longwall Safety. . . . . 09/10-12/02  
g Mine Accident Investigation and Report  
Writing . . . . . 09/10-19/02  
g Annual Retraining for Impoundment  
Qualification. . . . . 09/12/02

**Sep tem ber 23 - 27, 2002**

- g In struc tor Training Work shop (Part 46) . . . . . 09/23-26/02
- g Microsoft Of fice 2000 Ap pli ca tion . . . . . 09/24-26/02
- g Microsoft PowerPoint 2000 . . . . . 09/24-26/02
- g Re spi ra ble Coal Mine Dust Sam pling  
Certification . . . . . 09/24/02
- g Re spi ra ble Coal Mine Dust Sam pler  
Calibration/Maintenance Certification . . . . . 09/25/02



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